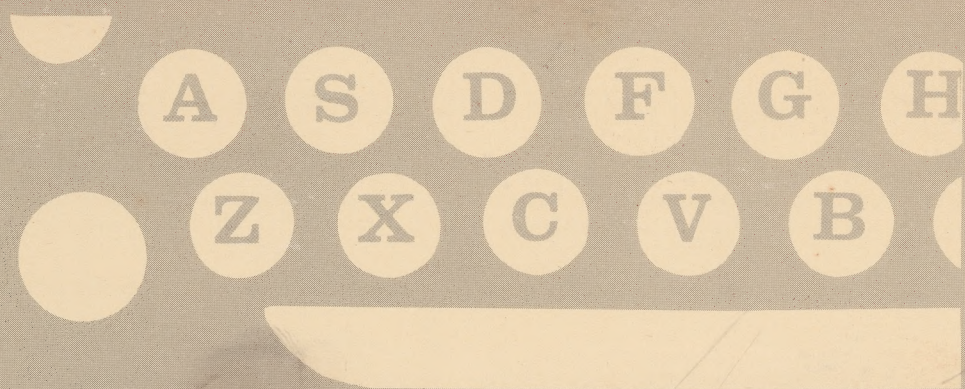


# TOUCH TYPING



**MADE  
SIMPLE**

ore ert yui ore ert yui ore ert yui ore ert yui ore

**A SOUND TEACHING METHOD**

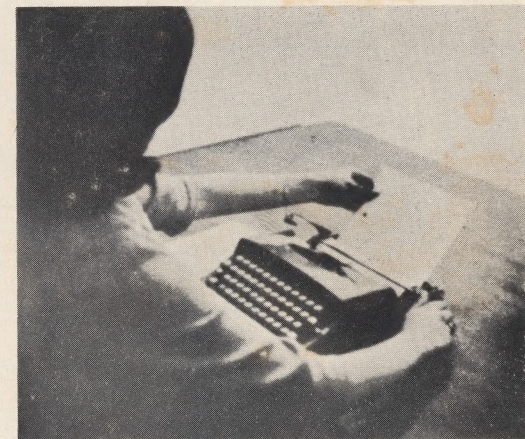
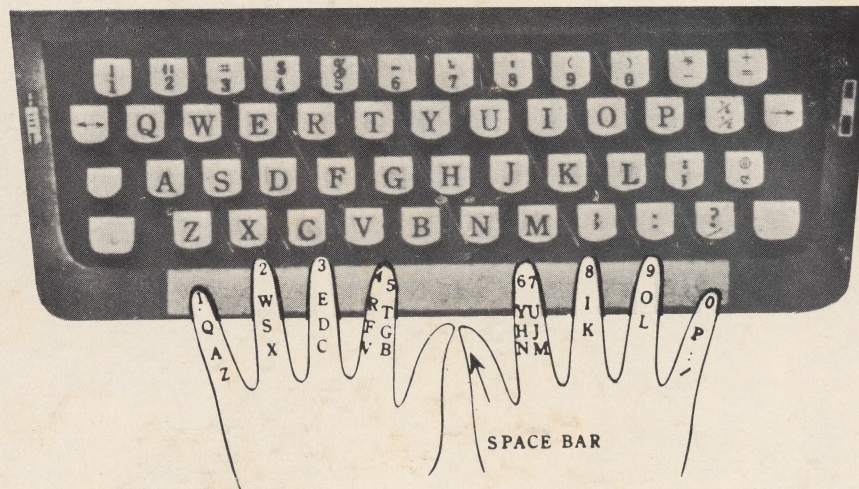




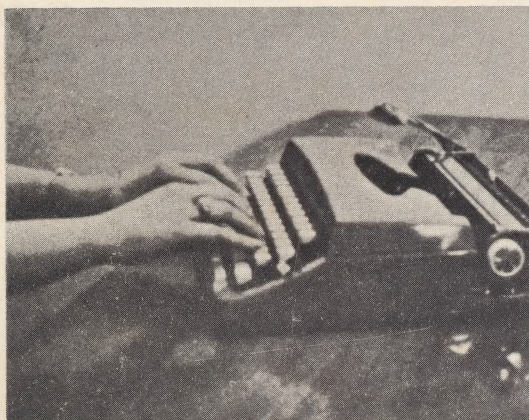
# HEAR HOW TO TOUCH TYPE



A. Posture seated at machine



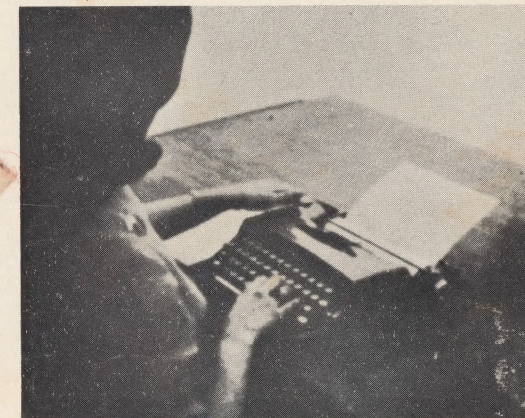
D. Paper insertion against paper guide



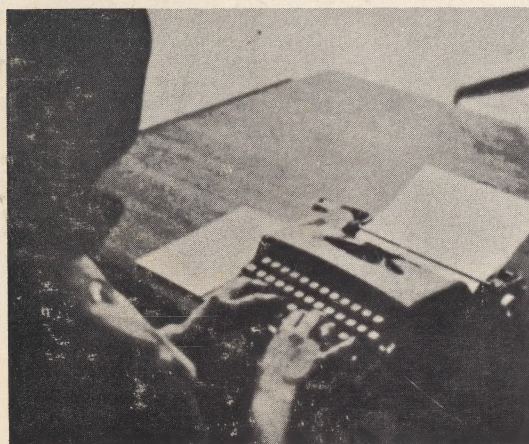
B. Hand position on keyboard—side view

## INSTRUCTIONS: BEFORE YOU START TO TYPE

1. Read the instruction booklet which came with your typewriter. Become familiar with the typewriter mechanism and operating parts.
2. Set your margins at 10 and 75 on pica type machines. Set your margins at 18 and 84 on elite type machines. Set the line-space lever for single spacing.
3. Use 8½" x 11" typing paper. Insert paper with left edge against the paper guide, with the guide set at zero. (See D) Place the typing copy folder and the large picture of the keyboard on your desk to the right of your typewriter.
4. Study illustrations A through F to become familiar with proper typing position and location of fingers on the home row. (Note fingers are curved and wrists parallel the slope of the keyboard.)
5. Strike the keys with a sharp finger action. Release the keys as quickly as possible. Keep fingers not in use close to the home row. Keep the fingers curved and the hands quiet.
6. Your eyes should be on the copy when practicing. Do not look at the keys or your fingers unless instructed to do so.
7. Focus your entire attention on what you are learning. Each time that you sit down to type, check the techniques you have learned to be sure you are applying them. Good technique is basic to typing skill.



E. Carriage return position



C. Home row position—front view



F. Shift key position



# TYPING COPY

## BAND ONE: To be typed first with the record

1. fff ddd sss aaa jij kkk lll ;;; fff ddd sss aaa jij kkk lll ;;;
2. fad fad fad dad dad dad lad lad lad lads lads lads; lads; lads;
3. frf ded frf ded frf ded frf ded frf ded frf ded frf ded
4. sad sad dad dad fad fad lad lad far far jar jar ark ark are are

### EXTRA PRACTICE MATERIAL: COPY EACH LINE AT LEAST 6 TIMES

5. jars jars; fare fare; dare dare; ajar ajar; read read; real real;
6. fall falls keel keels reel reels leer leers less less lass lass
7. lads dare leer far less; lads dare leer far less;
8. free fees are real; free fees are real; free fees are real;
9. reels fall; keels fall; jars fall; reels fall; keels fall; jars fall;
10. asks fare ajar read less lass lads real deaf leaf feel free keel

Repeat lines 1 - 10 several times before starting Band 2.

## BAND TWO: To be typed first with the record

11. fdsa jkl; fdsa jkl; asdf ;lkj asdf ;lkj asdfdsa ;lkjkl; asdfdsa
12. frf ded frf ded frf ded lee led jar jed sea lea elk ask fed fad
13. juj kik juj kik juj kik juj kik frf juj ded kik frf juj ded kik
14. fff fgf jyj jhj fff fgf jyj jhj frf fff fgf juj jyj jhj fgf jhj
15. fur fur jug jug has has sit sit kit kit dye dye die die her her
16. ded k,k dcd k,k ded kik dcd k,k ded kik dcd k,k ded dcd kik k,k

### EXTRA PRACTICE MATERIAL: COPY EACH LINE AT LEAST 6 TIMES

17. kick kick, tick tick, luck luck, days days, girl girl, hurt hurt,
18. grill grills grilled; fuss fussy fussed; chat chats chatted;
19. see her at the lake; yes, see her hat; he has his tie;
20. take a letter; tell the truth; a slight delay yesterday;
21. use his car; take the cat; they suggest further tests;
22. start this year; a late start; this rule is safe, fair, just;

Repeat lines 11 - 22 several times before starting Band 3.

## BAND THREE: To be typed first with the record

23. Fred Fred Fred Rita Rita Rita Jack Jack Jack Leda Leda Leda
24. (LEFT SHIFT KEY:) Jill Jill Jill Harry Harry Harry
25. (RIGHT SHIFT KEY:) Ted Ted Ted Arthur Arthur Arthur
26. fvf fbf jmj jnj fvf fbf jmj jnj frfvfbf jujmjnj frfvfbf jujmjnj
27. vast vast vast; buys buys buys; need need need; made made made;
28. bread and jam, five cents; the civic center is ready;
29. aqaza swsxs ;p;/; lol.l aqaza swsxs ;p;/; lol.l

EXTRA PRACTICE MATERIAL: Copy each line at least six times. Single space your practice. Each time you begin a new number, double space by swinging the carriage return lever twice.

30. quite quite quite; white white white; pilot pilot pilot; plot plot plot;
  31. six and six are twelve; twelve is equal to one dozen; take six dozen;
- Leave 2 spaces after a period at the end of a sentence

32. Harry came at six. Rita had the zinnias. I had the food.

33. We saw the quaint zoo. Put down the axe. He left early.

Leave one space after a period used to indicate an abbreviation

34. Dr Perry helped us. Our town won. Ship this c. o. d.

Use your SHIFT LOCK in this sentence. When you have completed the title, press the shift key to release the shift lock.

35. QUEEN FOR A DAY is the name of the book.

Now try the alphabet!

36. abcdefg hijklmnop abcdefg hijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz  
abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz

Repeat lines 23 - 36 several times before starting Band 4.

## BAND FOUR: To be typed first with the record; set the right margin at the end of the scale for lines 37 - 40.

37. aqaza swsxs dedcd frfvf fffgfbf ;p;/; lol.l kik,k jujmj jyjhnj
38. sw2s de3d fr4f fr5f jy6j ju7j ki8k lo9l ;p0;
39. 111 s2s d3d f4f f5f j6j j7j k8k l9l ;0; 111 s2s d3d f4f f5f j6j j7j k8k l9l ;0;



40. wee 233 oil 989 lye 163 sop 290 did 383 sir 284 use 723 tow 592

EXTRA PRACTICE MATERIAL: COPY EACH LINE AT LEAST 6 TIMES

41. We sold 362 irons, 457 stands, 189 cords in 1960.

42. There were 458 girls and 724 boys in the 1959 class.

Note the comma used to express thousands

43. Order 1,000 beds, 2,400 chairs and 650 dressers.

Omit the comma in street addresses.

44. Our address was 5826 Maple Avenue. We now live at 3741 Maple Avenue.

45. We bought our car on July 16 and have driven 22,487 miles.

46. We have, We have, your bill, your bill, June 24, June 24, under separate cover, under separate cover, we are, we are, some of the, some of the, items included, items included, in the bill. We shall, send a check, send a check, to pay for, to pay for, 350 irons, 350 irons, 900 beds, 900 beds, 2,250 chairs, 2,250 chairs.

47. We have your bill of June 24. Under separate cover, we are returning some of the items included in the bill. We shall send a check to pay for 350 irons, 900 beds and 2,250 chairs.

48. While you are learning the location of new keys, you may forget a specific reach. If so, look at the keyboard and try to picture the key location in your mind. Visualize its location with your eyes shut. Then type it with your eyes on the copy. If you look at the keys regularly, it will retard your progress.

49. You may work more slowly at the start, when you type by touch. However, through correct practice, through thinking instead of looking, you will soon forge ahead.

50. Before you begin your daily practice, close your eyes and try to recall the typewriter keyboard. This kind of recall will help you when you actually type.

Repeat lines 37 - 50 several times before starting Band Five.

**BAND FIVE: To be typed first with the record**

51. ip; i-i; i-i; i-i; ip; i/2; i/2; i/2; ip; i; i; i; i;

52. first-class, up-to-date, size 14 1/2, size 12 1/2, 75¢ each, 16¢ each

EXTRA PRACTICE MATERIAL: COPY EACH LINE AT LEAST SIX TIMES

53. s2s s''s s2s s''s d3d d#d d3d d#d 191 1(1 191 1(1 ;0; ;); ;0; ;);

Note 2 spaces following the colon(:)

54. Use " for inches: 23" high, 14" wide, 10" deep.

55. Use # for number or pounds: style # 36, 25# sack.

56. Type the parenthesis as part of the word group: Mrs. Jones (her mother) left early. Henry (her brother) came later.

57. Model #78 is 90" long (including the hem) and 52" wide.

58. f4f f\$f f\$f f5f f%f f%f i7i j&i j&i i6j i-i j-i k8k k'k k'k

59. We paid \$10 for the hat and \$4.95 for the gloves.

60. Greenberg & Martin paid 5% interest on the loan.

61. Moreland & Clark earned 3 1/2% interest on their investment.

Type your line completely; underscore the words shown by bringing your carriage back to the first letter of the first word to be underscored, press the shift lock and strike the underscore (shift lock 6.) Do not raise your writing line. Release the shift lock by pressing the shift key when you have completed the underscoring.

62. You must pay this week or lose the discount.

63. We are looking for a productive, secure stock investment.

64. In this morning's paper, you can read the writer's remarks.

65. Clarke & Sons will rebuild your mother's home for \$2,400.

Use the left shift key for the new symbols @ 1/4 \*

66. i; i@; i@; i@; i/2; i/4; i/4; i/4; i-; i\*; i\*; i\*;

67. When you have a footnote, the asterisk (\*) is generally used to identify it.

68. Eight pairs of gloves, size 6 1/4, cost \$45.50.

69. We need 15 yards of velvet @ \$3.75 a yard to cover the sofa.

Fractions which do not appear on the keyboard may be created by using the / sign. Note the spacing in a mixed number.

70. 5/8 5/8 5/8; 3/4 3/4 3/4; 6 7/8; 16 4/5; 6 5/8; 27 3/4;

71. 1/2 4 1/2 1/4 3/4 4 1/4 23 1/2 25 1/4 8 1/2 7 1/4 22 1/2

Strike the hyphen twice to create a dash. Do not space.

72. Last year's sales—in a slow period—were far below this year's figures.

73. The teacher asked, "How many of you have seen the new production, 'The Tempest'?"

74. The quotations on the stock were: High—53 7/8, Low—47 3/8.

75. We are offering 500 shares of this industrial stock @ \$42 a share. Call us at Stillwell 6-0241 before 2 p. m. We recommend that you BUY NOW.



# REVIEW PRACTICE

## FINGER DRILLS (Practice these each time you sit down to type)

Type 3 lines of each drill

asdfgdsa ;lkjhkl; asdfgdsa ;lkjhkl; asdfgdsa ;lkjhkl;  
a;sldkfjghfdask;sldkfjghfdask;sldkfjghfdask;sldkfjghfdask;  
aqaza swsxs dedcd ;p;/; lol.l kik,k aqaza swsxs dedcd ;p;/; lol.l kik,k  
frftgfvfbf jujyjhjmjn frftgfvfbf jujyjhjmjn  
abcd abcd abcdefg abcdefg hijk hijk abcdefghijk lmnop lmnop hijklmnop  
qrst qrst uvwxyz uvwxyz abcdefghijklmnopqrstuvwxyz

## FACILITY WORD PRACTICE

if it is in as at am an of on or ox if it is in as at am an of on or ox  
the for our you not can did may his her the for our you not can did may  
then than have done were here much such then than have done were  
here much  
there would their could every after there would their could every after  
during future expect charge either hoping return avenue income orders

## FACILITY PHRASE PRACTICE

Repeat each phrase until you can type the unit rapidly

if it is	if you will	if they are
in the way	in your letter	it may be
we hope	we know	we shall
not later	not known	not wanted
on sale	for sale	special sale
too much	so much	very much
next year	next month	next week
more and more	less and less	again and again
any doubt	no doubt	without doubt
as soon as	as soon as possible	as soon as you can

## ALPHABETIC WORD PRACTICE

a: away after about amaze admit absent accept aghast adjust angles average  
b: bank both bridge behind borrow breath bulletin buzzard boulevard  
c: cream chintz cereal carton circle cashier celebrity conquer criticism  
d: daub debt dinner double drastic diagnose durable dynamic disrespect  
e: exit extra exile enter element evident example exception explosive  
f: flake fried fifty flavor fanfare fortify frequency frightful ferocious  
g: grow gauge glaze giggle gratify gravity geography government  
h: hand high hearth harass hazard household hyphen horizon humanity  
i: idea image imitate inscribe irritate inflation immediate indefinite  
j: just juice jingle joyful justify journey juvenile judgment  
k: kick khaki knack knotted kilowatt knowledge kingfisher knight  
l: lurid liver lively liberal logical loyalty lyrical legality legislative  
m: make merit mimic moment memory medium mumble mammoth minimum maximum  
n: nine noun nuance notion neutron nominate notation nonsense nondescript  
o: onyx ooze office oblige opinion outlook occasion opposite overflow  
p: paper party people popular postpone perpetual prepared principal photograph  
q: quiz quota query quarter qualify question quantity quarrel quizzical  
r: rare rigor ruler report recover reverse regular receiver reference  
s: says series season scheme scissors shrubs signals system squares subscribe  
t: taxes taught tenant testify tribute traction tolerant typewriter  
u: under uncouth upwards untruth unusual ultimatum usurious upwards  
v: verbs vivid velvet voyage various visualize vivacious vitalize  
w: warp waltz whole warrant weakness wealthy weights wherever wordly  
x: axis exit x-ray taxes extra mixed except exception  
y: yes year yeast yardage younger yourself yearning yearbook  
z: zeal zebra zenith zigzag zipper zephyr zoology



## ALPHABETIC SENTENCES

The tycoons of industry approach their work with vigor and zeal and make quick adjustments to the exigencies of business.

The pilot made an emergency landing in his jet plane which zigzagged before the excited crowd as he taxied quickly to a vacant spot.

This technique will expedite the bankruptcy proceedings without jeopardizing the five million dollars.

The verbatim report justified introducing new evidence that the awkward query excited the young and zealous flier.

The juvenile virtuoso played the zither with amazing skill, quite certain his excellence would baffle his audience.

## DRILL ON CAPITAL LETTERS

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

January February March April May June July August September October  
November December

Albany Boston Chicago Denver Erie Flint Gary Houston Indianapolis  
Jacksonville Knoxville Louisville Miami Newark Omaha Pittsburgh  
Richmond Savannah Toledo Utica Washington Yonkers

## MISCELLANEOUS COPY:

*Indent 5 spaces for each new paragraph. Note that each paragraph is single spaced; a double space is correct between paragraphs.*

We estimate that the total consumption of silver in the United States amounted to 100,000,000 ounces, an increase of about 18% over 1958.

The first change in 1959 was a  $\frac{1}{4}\epsilon$  increase on January 12 to 90¢.

The decline in imports from Mexico amounted to 23%. The decline from Peru was about 30% below the previous year's figures.

We quote from a recent letter: "For the first time in recent years, the market remained consistently higher."

The annual report of the corporation, including its financial statement for the year ended December 31, 1959, is enclosed. Our next meeting will be held on Wednesday, March 25, 1960, at 12:00 o'clock noon.

Harper & Mayland, manufacturers of EASY-FLOW wire, sent us a copy of the revised instructions.

We have three models of the well-known GRIPPER snap fasteners, # A-42, # PA-36 and # MA-48.

Colored lights for decorative use are of three types: (1) candle-shaped frosted, (2) candle-shaped clear, and (3) round, enameled bulbs.

Government forecasts indicate a 10% to 12% decline in new housing by the beginning of 1961. Other types of construction are expected to attain a new volume record this year.

During the year options were granted for 17,385 shares at \$45.75 per share. Options may be granted at prices not less than 85% of the fair market value and expire after five years.

Our industry is experiencing intense competition from allied fields.\* We hope to meet this competition by introducing new products, by improving our own methods of manufacturing, and by launching an aggressive sales program.

Some of our projects will have to be postponed because of the present high cost of money to be borrowed for them. We shall watch the markets\*\* closely in order to be ready at the most opportune time. We shall keep you informed about new developments.

\*Synthetics and plastics

\*\*European, South American and domestic



LONG 33 $\frac{1}{3}$  PLAY

**TOUCH TYPING  
MADE SIMPLE**

SIDE  
1

1 - BAND 1

2 - BAND 2

Made in U.S.A.



LONG **33 $\frac{1}{3}$**  PLAY

**TOUCH TYPING  
MADE SIMPLE**

SIDE  
2

- 1 - BAND 3
- 2 - BAND 4
- 3 - BAND 5

Made in U.S.A.